

MANCHESTER COMMUNITY COLLEGE

JOB OPPORTUNITY

Secretary 1 or Secretary 2

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam lists
Location: **Continuing Education Division**, Manchester Community College, Manchester, CT
Hours: Full-Time - 40 Hours per week
Salary: \$42,684/46,721
Closing Date: Friday, January 25, 2016

General Knowledge: Candidates must have applied for and passed the **Secretary 1 or Secretary 2** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for later transfer.

Duties: Compose and type a full range of complex letters, memoranda, reports, etc.; organize and maintain files; proofread; enter data, input created courses and course schedules in the college database, and produce documents and reports; and access enrollment information, room scheduling and class information by using our FileMaker Pro database and/or the Banner database for the Connecticut Community College System. Proofreading and production of materials will include such items as catalogs, fliers, ads, database reports, the Web, Facebook, certificates of completion, door signs, cancellation notices, course change notices, rosters, room reports, mailings, filing, photocopying, assembling materials lists, instructor letters, and such various other duties associated with the division, as assigned.

The ideal candidate should be proficient with the use of Excel and Word. Telephone skills and customer service skills are essential.

Special Experience: (Secretary 2) One (1) year of general experience must have as a Secretary 1 or its equivalent.

General Experience: (Secretary 2) Three (3) years' experience above the routine clerk level in office support or secretarial work.

(Secretary 1) Two (2) years' experience above the routine clerk level in office support or secretarial work.

Substitution Allowed: College training in the secretarial sciences may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a complete State of Connecticut Application Form for Examination or Employment (CT-HR-12), a cover letter, a resume and at least three references. Current state employees must also provide a copy of the last two performance appraisals. Please send all required information **postmarked by the closing date** to:

Department of Human Resources
Manchester Community College, MS# 2
Great Path, P.O. Box 1046
Manchester, CT 06045-1046

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.